

**CONFIDENTIAL**

**FILED** : *Reg. & Mgt.*  
**RETURN TO**

RECORDS SERVICES DIVISION

*29* March 1954

Acting Management Officer/MIS

THRU : Chief, Records Management Branch  
Chief, Forms Management Section

Air Raid Emergency Plan

1. The Air Raid Emergency Plan for Building [ ] formulated by General Services Office prior to its abolishment, provided for a Building Warden Organization with a strength of 22. Mr. W. J. Rhees was designated Chief Building Warden and I was named first alternate.

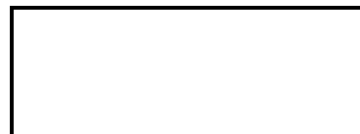
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2. The Chief Building Warden, Mr. Rhees and a member of the First Aid Team [ ] are no longer located in the building. Three Floor Wardens, one Fire Fighter and three Messengers are scheduled to move within a month, resulting in a 40% reduction in the strength of the Building Warden Organization. Unless replacements are appointed and trained, operations in the event of a simulated or actual air raid could be seriously hampered.

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3. It is therefore recommended that a new Chief Building Warden be designated as soon as possible in order that necessary adjustments may be made in the Building Warden Organization prior to scheduled departures of Building Warden Organization personnel.

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*original referred to [ ] 3/29/54  
for use in connection with the presenter  
proposed Air Raid Emergency Plan.*

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